

Welcome

Welcome Customer Administrator. This manual will show you how to change general information associated with your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

CUSTOMER SUPPORT

Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

Email

support@www.colorado.gov

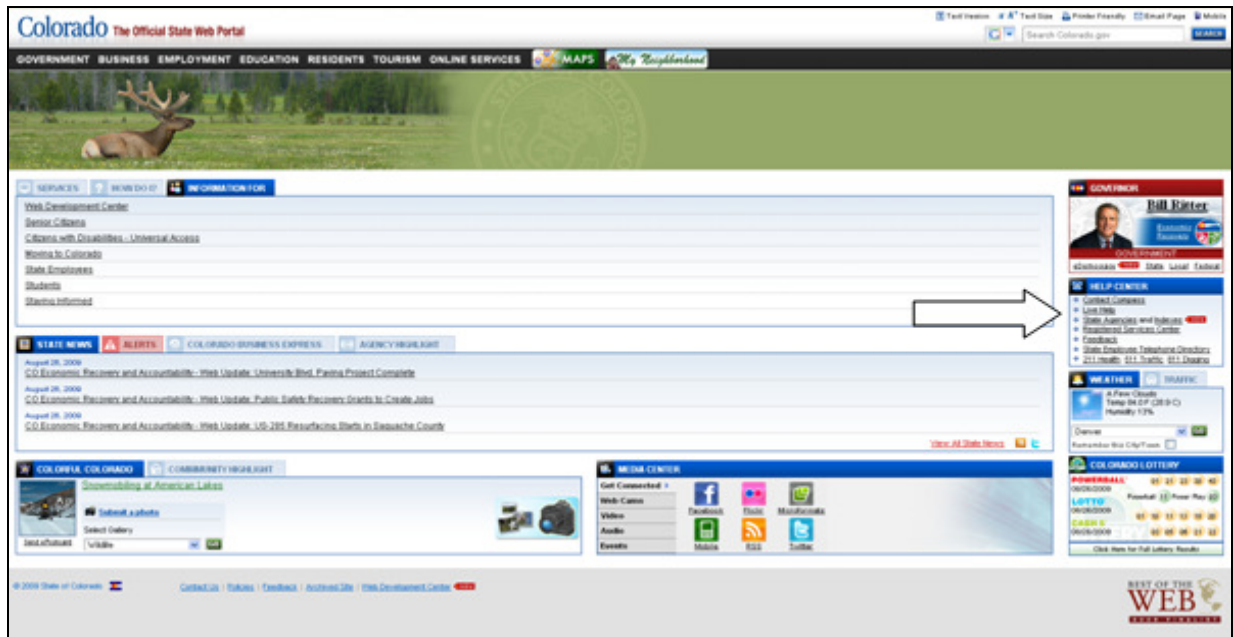
Mail

Colorado Interactive
600 17th Street, Suite 2150 South
Denver, CO 80202

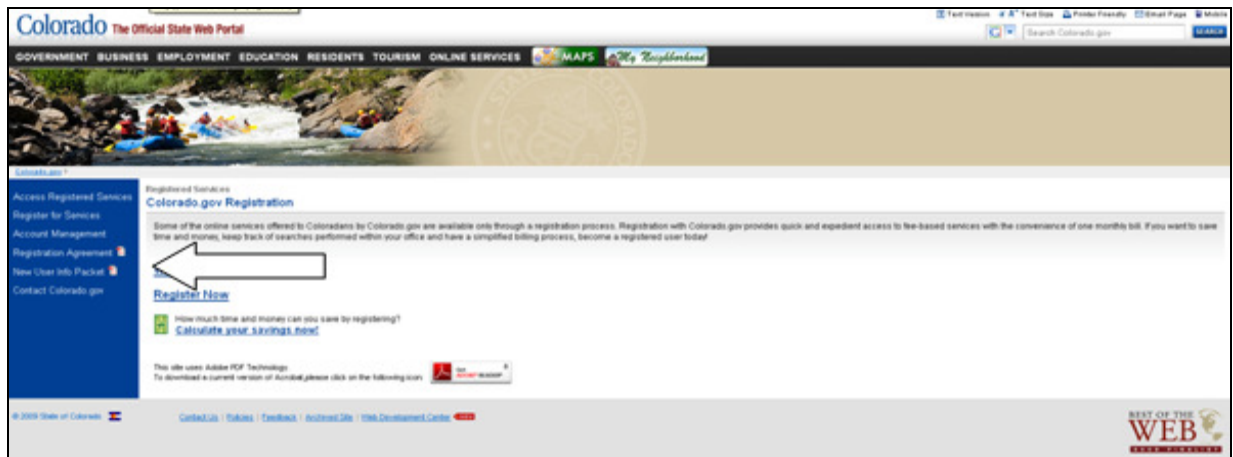
Change General Information

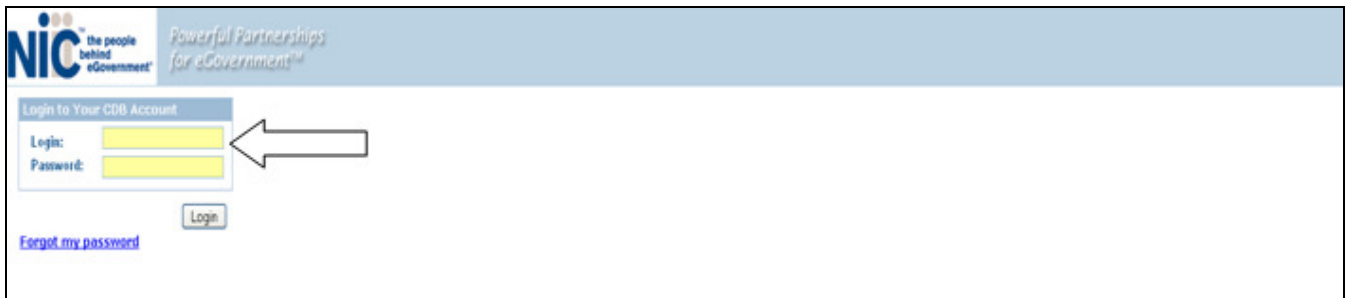
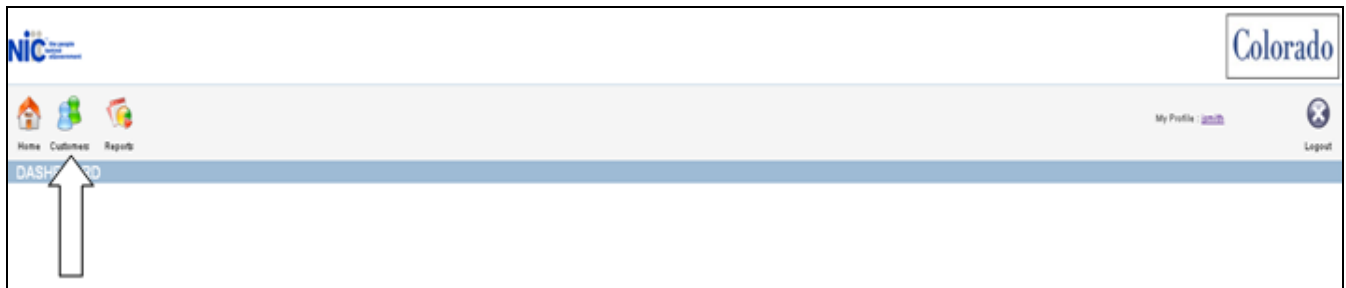
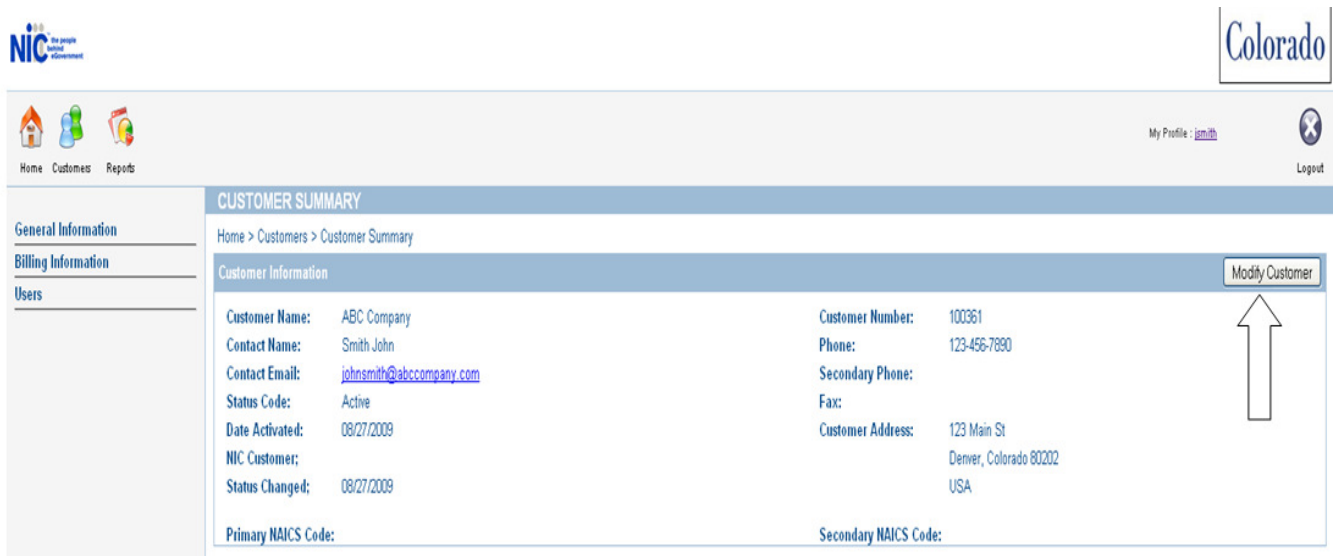
This function allows the Customer Admin to change the general information for the company such as contact information.

1.1.1 Colorado.gov Homepage-Access Registered Services page



1.1.2 Registered Services Page-Access Account Management Page



1.1.3 Log into CDB (Customer Data Base) –Enter your username and password**1.1.4 Select Customer****1.1.5 Choose Modify Customer**

CUSTOMER SUMMARY	
Home > Customers > Customer Summary	
Customer Information	
Customer Name:	ABC Company
Contact Name:	Smith John
Contact Email:	johnsmith@abccompany.com
Status Code:	Active
Date Activated:	08/27/2009
NIC Customer:	
Status Changed:	08/27/2009
Customer Number:	100361
Phone:	123-456-7890
Secondary Phone:	
Fax:	
Customer Address:	123 Main St Denver, Colorado 80202 USA
Primary NAICS Code:	
Secondary NAICS Code:	

The screen changes (as shown below) to allow user to make any desired changes. Once all changes have been made please select the 'Submit' button at the bottom.

The screenshot shows a web application interface for modifying customer information. The header includes the NIC logo, navigation links (Home, Customers, Reports), a user profile link, and a login button. The main content area is titled 'MODIFY CUSTOMER' and contains three sections: Customer Information, Address Information, and Phone Information. Each section has a header bar and a list of fields with labels and asterisks indicating required fields. The 'Customer Information' section includes fields for Organization Name, ID, Create Date, Status Code, First Name, Last Name, Email, and NAICS Codes. The 'Address Information' section includes fields for Address 1, Address 2, City, State/Province, Postal Code, and Country. The 'Phone Information' section includes fields for Main, Secondary Phone, Fax, and Mobile. A note indicates that the following sections are optional but required if data is entered. The form is styled with a light blue header and a white body.

MODIFY CUSTOMER

Home > Customers > Customer Summary > Modify Customer

Customer Information

Organization Name: ABC Company

Organization ID: 100361

Create Date: 08/27/2009

NIC Customer:

Status Code: Active

First Name: John

Last Name: Smith

Email: johnsmith@ebccompany.com

Primary NAICS Code: [Click to Modify NAICS Code](#)

Secondary NAICS Code: [Click to Modify NAICS Code](#)

The following section is optional, but if data is entered into this section the fields with an * are required.

Address Information

Address 1: 123 Main St

Address 2:

City: Denver

State/Province: Colorado

Postal Code: 80202

Country: USA

The following section is optional, but if data is entered into this section the fields with an * are required.

Phone Information

Main: 123-456-7890

Secondary Phone:

Fax:

Mobile: